



## **CORRECTIONS STANDARDS AUTHORITY**

### **REQUEST FOR PROPOSALS**

#### **Title II Formula Grants**

**July 2006**

**Summary:** The Title II Formula Grants program supports state and local delinquency prevention and intervention efforts and juvenile justice system improvements. As the administering agency for this federally funded program, the Corrections Standards Authority (CSA) will award up to seven million dollars (\$7,000,000) in one-year grants, with the possibility of two additional years of funding, to qualified units of local governments and non-profit agencies. This Request for Proposals (RFP) includes:

- Overview of RFP (Part I);
- Application Instructions (Part II);
- Grant Application (Part III); and
- Appendices (Part IV).

***Proposals are due to the Corrections Standards Authority no later than October 17, 2006.***

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## PART I: OVERVIEW OF REQUEST FOR PROPOSALS (RFP)

### AUTHORITY

The Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002 reauthorized the Formula Grants program, which supports state and local delinquency prevention and intervention efforts and juvenile justice system improvements. After Congress appropriates funds, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) awards formula grants to States on the basis of their proportionate population under age 18. At least two-thirds of the funds awarded to each state must be used for programs operated by local public and private agencies and federally recognized tribal governments. A portion of funds for the program purpose area selected may also be used for research, evaluation, statistical analysis, and training and technical assistance.

### GRANT ELIGIBILITY

Applicants: Units of local government (cities, counties, or federally recognized tribal governments) and non-profit organizations are eligible to apply for Title II Formula Grant funds.

Units of local government and non-profit organizations with an existing Title II grant award may apply for funds only if a new component falling into one of the five eligible program purpose areas (see below) is added to the current project. Title II funds may only be expended on the new project component.

Program Purpose Areas: Consistent with the priority issues identified in California's comprehensive juvenile justice plan, the Formula Grant funds available through this RFP must be used for services that fall into one of the following Title II program purpose areas: 1) Aftercare; 2) Gang Prevention/Intervention; 3) Gender Specific; 4) Mental Health; and 5) Substance Abuse. Please refer to the Application Instructions (Section I-E) for additional information.

Disproportionate Minority Contact (DMC): In furtherance of California's efforts to comply with a core federal requirement for participation in the Title II Formula Grant program, applicants must incorporate the following three DMC education and awareness activities into their proposed project (and budget):

- The project director must attend a DMC "training the trainers" session at the CSA during the first quarter of the 12-month grant period;
- The project must provide a minimum of three DMC training sessions to program staff and partnering agencies during the grant period; and
- The project must report data to the CSA on specified DMC performance measures.

**Please see Appendix A for information about DMC and the required performance measures.**

Resolution: Applicants must submit a resolution from their governing board (e.g., City Council or Board of Supervisors) addressing specific requirements. **Please see Appendix B for a Sample Resolution.** The resolution must be on file with the CSA prior to a finalized grant award agreement.

### AVAILABLE FUNDS/GRANT PERIOD

Up to \$7,000,000 is available through this RFP process. Grants are awarded for a one-year period, beginning April 1, 2007, with the possibility of funding for up to two additional years if a project has demonstrated effectiveness and Congress appropriates funds for subsequent years. Each project proposal submitted may request funding up to \$500,000.

## REVIEW PROCESS/SELECTION CRITERIA

Merit Review: Panels of juvenile justice subject matter experts will judge the merits of the proposals in accordance with 10 rating factors. **Please see Appendix C for a description of the rating factors that will be used in the merit review and maximum number of points associated with each factor.** The panels will forward grant award recommendations to the CSA board, which will award the Title II grants. Applicants will be notified in writing about the panels' funding recommendations.

Priority Consideration: Pursuant to Government Code Section 7082, priority will be given to projects serving at-risk youth and/or juvenile offenders who reside in a state-designated Enterprise Zone. This will occur in cases of a tie in scores among proposed projects. Please see the Application Instructions (Section I-F) for additional information about determining if an area is within an Enterprise Zone.

## APPLICATION SUBMISSION/DEADLINE

Applicants must submit a complete proposal, which is comprised of the following: 1) all seven sections of the grant application; 2) the pertinent performance measures for the program purpose area (see Application Instructions, Section VI); and 3) the resolution from the governing board.

Proposals are due October 17, 2006 and may be mailed or hand delivered to the CSA. If mailed, the proposal must be postmarked by midnight October 17, 2006. If hand delivered, the proposal must arrive at the CSA no later than 5:00 p.m. on October 17, 2006. Proposals received after this deadline will not be considered. Applicants must submit one original and five copies of the proposal. ***Mail or deliver proposals to the CSA (Attention: Magi Work), at 600 Bercut Drive, Sacramento, CA 95814.***

## RFP WORKSHOPS

CSA staff will conduct two workshops to review the RFP requirements and process with prospective applicants. The first workshop will be held on Wednesday, August 9, 2006 from 9:30 a.m. to 12:30 p.m. at the CSA in Sacramento. The second workshop will be held on Thursday, August 10, 2006 from 9:30 a.m. to 12:30 p.m. at the Orange County Rancho Santiago College Facility. **For planning purposes, please fax the *Workshop Registration Form (Appendix D)* to Magi Work at 916/445-5796 by August 1, 2006.**

## BASIC GRANT REQUIREMENTS

The following requirements will apply to all grantees and are explained for planning purposes.

Data Collection: Grantees must collect and report output and outcome performance measures required by the federal government and CSA for the selected program purpose area. **Please see Appendix E for a description (definition and reporting format) of the required performance measures for each of the five program purpose areas eligible for funding through this RFP.** In addition, as previously noted, all grantees must collect and report on specified performance measures related to the DMC education and awareness activities that must be incorporated into the project.

Quarterly Progress Reports: Grantees must keep accurate records documenting progress in achieving the project's objectives and report this information along with required performance data via mandatory progress reports due to the CSA no later than 45 days following the end of the quarter.

Quarterly Invoices: Disbursement of grant funds occurs on a reimbursement basis for actual program costs incurred during a reporting period. Grantees must submit quarterly invoices through the CSA's on-line system no later than 45 days following the end of the quarter. The CSA will allow community-based organizations that receive a grant award to submit monthly invoices. All grantees must maintain adequate supporting documentation for costs claimed on invoices.

Annual Audit: Grantees must submit an audit of expenditures within 120 days of the end of the grant period. Reasonable extensions to the timeframe may be granted if requested. Grantees may choose to submit either a program specific audit or a federal single audit.

Site Monitoring Visits: Each funded project will be assigned a Field Representative who will conduct site visits to monitor the project's progress and contractual compliance. This monitoring will cover all aspects of project operation and include a review of documentation maintained as substantiation for project goals, objectives, activities, and expenditures.

## **KEY DATES/ACTIVITIES**

July 21, 2006	RFP Issued
August 9, 2006	RFP Workshop (CSA in Sacramento)
August 10, 2006	RFP Workshop (Orange County, Rancho Santiago College)
October 17, 2006	Proposals due to the CSA
October 18, 2006	Proposal Review Process Begins
December 13, 2006	Funding Recommendations Forwarded to the CSA
January 17, 2007	CSA Meeting Announces Grant Awards
February 15, 2007	Briefing for New Grantees on Contract Requirements
April 1, 2007	Grant period begins

## **CONTACT INFORMATION**

Persons interested in receiving any related materials that may be issued by the CSA on this Title II RFP should email one of the following Title II coordinators:

Magi Work  
Field Representative  
916/327-3967  
916/445-5796 (fax)  
[Magi.Work@cdcr.ca.gov](mailto:Magi.Work@cdcr.ca.gov)

Marlon Yarber  
Field Representative  
916/323-8859  
916/445-5796 (fax)  
[Marlon.Yarber@cdcr.ca.gov](mailto:Marlon.Yarber@cdcr.ca.gov)

Questions may be directed to either of these individuals or to the Field Representative assigned to the county: [http://www.cdcr.ca.gov/DivisionsBoards/CSA/program\\_staff\\_assignments.htm](http://www.cdcr.ca.gov/DivisionsBoards/CSA/program_staff_assignments.htm)

## **PART II: APPLICATION INSTRUCTIONS**

### **SECTION I: APPLICANT INFORMATION (ITEMS A-I)**

**Applicant Agency:** Complete the required information (including federal identification number) for the unit of local government (county, city or federally recognized tribal government) or non-profit organization that is applying for the funds.

**Project Title:** Select a title for the proposed project. Grantees have found it useful to select a name that helps create an “identity” for the project.

**Brief Project Description:** Briefly describe (3-4 sentences) the proposed project.

**Amount of Funds Requested:** The CSA has placed a \$500,000 cap on the amount of funds an applicant may request. The grant funds requested must be reasonable and appropriate given the nature and scope of the project.

**Program Purpose Area:** Insert the number of the federally identified program purpose area for the proposed project. Please see Appendix D for a listing and brief description of the five program purpose areas eligible for funding in this RFP.

**Enterprise Zone Priority:** To determine if an area is within an Enterprise Zone, visit the following site: <http://www.hcd.ca.gov/fa/cdbg/ez/>. This website contains Enterprise Zone maps and contact information. Complete the required information or check the N/A box. Projects that serve at-risk youth and/or young offenders who reside in an Enterprise Zone will be given priority in the case of tied scores.

**Implementing Agency/Project Director:** A unit of local government may designate an agency to implement the project (e.g., Probation Department). All applicants must complete the required sections for the implementing agency and individual who will serve as the project director.

**Financial Officer:** Complete the required information for the individual who will be responsible for the fiscal management (e.g., invoices, expenditure documentation) of the project.

**Applicant's Agreement:** The person authorized to sign for the unit of local government or non-profit organization must read the assurances in this section, then sign and date the application.

### **SECTION II: PROBLEM/NEED IDENTIFICATION AND ANALYSIS (ITEMS A-C)**

The instructions for Section II are outlined in the application. Responses must be provided in narrative form. Double-space the narrative, which may not exceed five pages for the three items in this section, and use a minimum font size of 11.

### **SECTION III: PROJECT DESIGN AND IMPLEMENTATION (ITEMS A-D)**

The instructions for Section III are outlined in the application. Responses must be provided in narrative form. Double-space the narrative, which may not exceed 10 pages for the four items in this section, and use a minimum font size of 11. To be eligible for a grant, the applicant must incorporate DMC-related education and awareness activities into the proposed project.

### **SECTION IV: PROJECT TIMELINE**

The instructions for Section IV are outlined in the application.

### **SECTION V: PROJECT SUSTAINABILITY**

The instructions for Section V are outlined in the application. The narrative response must be double-spaced and may not exceed two pages. Please use a minimum font size of 11.

## **SECTION VI: DATA COLLECTION AND PROJECT EVALUATION (ITEMS A-B)**

The instructions for Section VI are outlined in the application. The narrative response for Items A and B combined must be double-spaced and may not exceed three pages. Please use a minimum font size of 11. For Item A, please note that applicants must attach the appropriate pages for their project's program purpose area to the application (please see Appendix E).

## **SECTION VII: BUDGET (ITEMS A-D)**

The instructions for Items A-D of this section are outlined in the application. For Item D, the narrative response must be double-spaced and may not exceed two pages. Please refer to the CSA's [Grant Administration and Audit Guide](#) for information on eligible and ineligible costs; travel policy; and other budget-related requirements.



# DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS STANDARDS AUTHORITY

## TITLE II FORMULA GRANTS PROGRAM GRANT APPLICATION

### SECTION I: APPLICANT INFORMATION

#### A. APPLICANT AGENCY

AGENCY NAME	TELEPHONE NUMBER	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS	CITY	STATE	ZIP CODE

#### B. PROJECT TITLE

#### C. BRIEF DESCRIPTION OF PROJECT

#### D. AMOUNT OF FUNDS REQUESTED

#### E. PROGRAM PURPOSE AREA

#### F. ENTERPRISE ZONE

IF THE PROJECT IS SERVING RESIDENTS IN AN ENTERPRISE ZONE, LIST NAME OF ZONE AND ZONE CONTACT

☐ N/A

#### G. IMPLEMENTING AGENCY/PROJECT DIRECTOR

AGENCY NAME			
NAME AND TITLE OF PROJECT DIRECTOR		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

#### H. FINANCIAL OFFICER

NAME AND TITLE		TELEPHONE NUMBER	
STREET ADDRESS		FAX NUMBER	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS

#### I. APPLICANT'S AGREEMENT

By signing and submitting this application, the applicant assures that:

- the agency will abide by the statutes and guidelines governing the grant funds; and
- the grant funds do no supplant (replace) funds otherwise dedicated or appropriated for identified project activities.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY)

APPLICANT'S SIGNATURE

DATE



## SECTION II: NEED IDENTIFICATION AND ANALYSIS

- A. Describe the delinquency prevention or intervention need the project is designed to address, discuss the factors that have contributed to the need, and explain the process used to identify the need.
- B. Support the identified need with statistical data and analysis.
- C. Explain why existing community resources are not adequate to meet the need.

## SECTION III: PROJECT DESIGN AND IMPLEMENTATION

- A. Describe the project, including the target population (number, characteristics and geographic area), services that will be offered, and participant referrals (sources, expected number and how referrals are likely to occur). Explain how the project is linked to the identified problem/need.
- B. Identify the project's collaborative partners and explain their respective roles in the project.
- C. Describe the organizational capacity of the applicant/implementing agency to administer the project in an efficient, effective and fiscally responsible manner. Include information about grant-funded staff positions (i.e., classifications, qualifications, and duties) and describe the relationship between staffing and the project's goals. If the project will use volunteers, explain how they will be recruited, trained, and supervised.
- D. Include evidence of the applicant's past success in administering collaborative community-based projects. Discuss the likelihood that the proposed project will be successful in achieving its stated goals based upon the appropriateness of the project design (include information about the model program/promising research upon which it is based).

## SECTION IV: PROJECT TIMELINE

Use the following table (expand, if needed) to list major activities/milestones for the 12-month period and the months during which these activities will take place.

ACTIVITY/MILESTONE	MONTHS
--------------------	--------

## SECTION V: PROJECT SUSTAINABILITY

Describe activities that will be undertaken to continue the project, if it proves effective, beyond the grant period. Plans to sustain the project should include efforts to secure funding commitments from specific sources (federal, state, and local, both public and private). Provide examples of past instances where grant programs were continued. If past projects have not been continued, explain why.

## SECTION VI: DATA COLLECTION AND PROJECT EVALUATION

### A. Data Collection

Describe the plan for collecting data on the output and outcome performance measures for the project's designated program purpose area. Include information about the qualifications of the person(s) who will be responsible for this mandatory data collection. Please refer to Appendix E for a description of the mandatory output and outcome performance measures for each of the five program purpose areas eligible for funding through this RFP. **Applicants must attach the appropriate page from Appendix E to the application.**

### B. Project Evaluation

Although the CSA is not requiring funded projects to collect data beyond the mandatory performance measures, grantees typically do so in order to assess and monitor the impact of the project on desired outcomes. If this activity will be undertaken, briefly describe the plan for evaluating the project.

## SECTION VII: PROJECT BUDGET

The proposed budget must be reasonable and appropriate given the project's nature and scope and must address requirements of the RFP (e.g., DMC-related education and awareness activities). Budget line items must relate to expenses needed to complete the project. Please refer to the CSA's [Grant Administration and Audit Guide](#) for information on eligible and ineligible costs, travel policy, etc.

A. Total Amount of Grant Funds Requested (may not exceed \$500,000):

B. Budget Line Item Totals: Complete the following table, which mirrors the invoice form used by the CSA. Please refer to the descriptions and/or limitations described for each line item in section C. The table does not automatically calculate, so please ensure that the figures are accurate.

BUDGET LINE ITEM	GRANT FUNDS
1. Salaries and Benefits	
2. Services and Supplies	
3. Professional Services	
4. CBO Contracts	
5. Indirect Costs	
6. Fixed Assets/Equipment	
7. Other	
GRAND TOTAL	

C. Budget Line Item Details: Provide sufficient explanation in each line item category to show the relationship between the funds requested and the proposed project.

**1. SALARIES AND BENEFITS:** Number of staff, classification, salary and benefits.

**2. SERVICES AND SUPPLIES:** Includes leases, rent, utilities, travel and training.

**3. PROFESSIONAL SERVICES:** Includes evaluator, consultant services, therapists, and other professionals as required.

**4. COMMUNITY-BASED ORGANIZATIONS:** Name of organization and a detail of services to be provided.

**5. INDIRECT COSTS:** Indicate percentage and how calculated. This total may not exceed 10% of the grant funds requested.

**6. FIXED ASSETS/EQUIPMENT:** Office equipment, vehicles, and other equipment necessary to perform project activities.

**7. OTHER**

D. Budget Narrative: In the space provided, describe how the budget is reasonable and appropriate given the project's nature, scope and geographic area. Describe how the project's proposed budget supports the stated goals and activities of the project.

## APPENDIX A: Disproportionate Minority Contact (DMC)

Under federal law, states must comply with four core requirements in order to participate in the Formula Grants Program. Among these requirements is the reduction of DMC, which refers to the overrepresentation of minority youth who come into contact with the juvenile justice system relative to their numbers in the general population. Contact refers to all stages of the juvenile justice system, from an initial encounter with law enforcement (i.e., arrest) to all subsequent decision points (diversion, adjudication, confinement, etc.). Since the CSA assumed responsibility for administering the Formula Grant funds, DMC activities have been bolstered through the implementation of the following projects:

**DMC Technical Assistance Project:** This effort is based on a systems approach to DMC developed by CSA staff. Through a competitive RFP process, the CSA awarded federal funds to the National Council on Crime and Delinquency, which works with CSA's DMC Coordinator and three counties.

**Title V Grants with a DMC Focus:** The Title V Program provides funding and a framework for communities to develop and implement comprehensive juvenile delinquency prevention plans. Five of the seven projects awarded grants through a competitive RFP process included a strategy to address DMC within their program.

**Enhanced DMC Technical Assistance Project:** Following a competitive RFP process, this project will provide funds to assist probation departments in understanding DMC and to equip these agencies with the resources needed to provide leadership in developing/strengthening community-based DMC reduction activities.

Additional information on DMC is available on the following websites: [Annie E. Casey Foundation](#) ▪ [OJJDP](#) ▪ [National Council on Crime and Delinquency](#) ▪ [W. Haywood Burns Institute](#)

### DMC PERFORMANCE MEASURES

OUTPUT MEASURE	DEFINITION	REPORTING FORMAT
Program Staff Training	The number and percent of program staff trained on DMC-related issues such as improving understanding of cultural differences and diversity during the reporting period	A. Number of staff who participated in training B. Total number of staff C. Percent (A/B)
Partner Agency Training	The number and percent of partner agency staff trained on DMC-related issues such as improving understanding of cultural differences and diversity during the reporting period.	A. Number of staff who participated in training B. Total number of staff C. Percent (A/B)
Hours of Training	The number of DMC-related training hours provided to program and partner agency staff during the reporting period.	Number of hours of DMC-related training provided to program and partner agency staff.
OUTPUT MEASURE	DEFINITION	REPORTING FORMAT
Non-program personnel with increased knowledge of DMC	The number and percent of non-program personnel (i.e., staff from partnering agencies) who gained a greater knowledge of DMC and DMC-related topics through training. Self-report data collected using training evaluation or assessment forms are the expected data source.	A. Number of personnel trained during the reporting period who report increased knowledge B. Number of personnel trained during the reporting period and returning surveys C. Percent (A/B)
Program staff with increased knowledge of DMC	The number and percent of program staff who gained a greater knowledge of DMC and DMC-related topics through training. Self-report data collected using training evaluation or assessment forms are the expected data source	A. Number of program staff trained during the reporting period who report increased knowledge B. Number of program staff trained during the reporting period and returning surveys C. Percent (A/B)

## APPENDIX B: Sample Resolution from Governing Board

**Applicants must submit a resolution from the governing body (City Council, Board of Supervisors or Board of Directors) that includes, at a minimum, the language and assurances outlined in the following sample:**

WHEREAS the *(insert name of applicant city/county/non-profit organization)* desires to receive and use federal grant funds available through the Title II Formula Grants Program administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the *(insert City Council/Board of Supervisor/Board of Directors)* to submit the Title II Formula Grants application and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that the *(city/county/non-profit organization)* agrees to abide by the statutes and regulations governing the Title II Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the *(insert City Council/Board of Supervisors/Board of Directors)* of *(insert name of city/county/non-profit organization)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## APPENDIX C: Proposal Rating Criteria

<b>MERIT REVIEW RATING FACTOR</b>	<b>MAXIMUM POINTS</b>
<b>Clear and Comprehensive:</b> The proposal is clearly written and addresses all required components. Responses are thorough and well organized.	50
<b>Statement of the Need:</b> The proposal clearly describes the need the proposed project is designed to address and identifies factors that have contributed to the problem which requires a need. The proposal clearly describes the process used to identify the need.	50
<b>Documentation of Need:</b> The proposal makes a clear and compelling argument for the need for the project through relevant statistical data and analysis. The proposal explains why existing community resources are inadequate to meet the identified need.	60
<b>Project Appropriate to Address Need:</b> The proposal clearly describes the project design, which can easily be connected to the stated problem/need. The proposal clearly defines the target population for the project, including number, characteristics and geographic area, and describes the specific services that will be offered. The proposal outlines the referral sources for the target population, the expected number of referrals, and the manner in which those referrals are likely to occur.	70
<b>Interagency Collaboration:</b> The project design includes and promotes collaboration among local public agencies and community-based organizations, and the proposal clearly identifies the role of all partners involved in the project.	40
<b>Project Management/Organization:</b> The proposal describes the capacity of the applicant and/or implementing agency to administer the project in an efficient, effective and fiscally responsible manner. The proposal describes the duties for grant-funded staff and demonstrates a relationship between these positions and project goals. If the project uses volunteers, the proposal explains how they will be recruited, trained, and supervised.	50
<b>Probability of Success:</b> The proposal describes the likelihood that the project will be successful based upon the practicality and appropriateness of the project design (i.e., based on a proven model or promising research) and includes a realistic timeline identifying specific dates and milestones related to project implementation. The proposal includes evidence of past success by the applicant and/or implementing agency with similar projects, particularly collaborative efforts.	50
<b>Sustainability Plan:</b> The proposal describes the specific components of the applicant's plan to sustain the project beyond the funding period and includes examples of the applicant's past success in sustaining grant-funded projects.	30
<b>Data Collection:</b> The proposal describes the plan for collecting data on the required output and outcome performance measures for the designated program purpose area and includes information about the qualifications of the person(s) who will be responsible for data collection.	30
<b>Budget Appropriateness:</b> The proposed budget is reasonable and appropriate given the project's nature and scope. Budget line items relate to expenses needed to complete the project. The budget narrative explains how the requirements of the project are being financed and how grant funds will contribute to the success of the project.	70
<b>TOTAL POSSIBLE POINTS</b>	<b>500</b>

## APPENDIX D: RFP Workshop Registration Form

CSA staff is conducting two regional workshops for individuals interested in applying for a Title II Formula Grant through the competitive RFP process. These sessions will provide prospective applicants information about the CSA, the Title II Formula Grant Program, the RFP process, DMC, and the grant application. Attendees will have ample opportunity to ask questions during the workshop.

Please check the box next to the workshop you will be attending.

- ☐ **RFP Title II Formula Grant Workshop**  
**August 9, 2006**  
**9:30 a.m. – 12:30 p.m.**  
**Corrections Standards Authority**  
**600 Bercut Drive**  
**Sacramento, CA 95814**
- ☐ **RFP Title II Formula Grant Workshop**  
**August 10, 2006**  
**9:30 a.m. – 12:30 p.m.**  
**Orange County Rancho Santiago College Facility**  
**2323 N. Broadway (1<sup>st</sup> Floor)**  
**Santa Ana, CA 92706**

**Prospective Applicant:**

**Names and Email Addresses of RFP Workshop Attendees:**

**Name**

**Email**

**Indicate any specific questions you have about the RFP or other grant-related issues you would like addressed at the Workshop.**

**Please fax or email this form by Friday, August 1, 2006, to Magi Work at 916/445-5796 or [magi.work@cdcr.ca.gov](mailto:magi.work@cdcr.ca.gov).**



## APPENDIX E: Eligible Program Purpose Areas and Mandatory Performance Measures

**01- Aftercare Services:** Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.

Logic Model ([PDF](#) | [MS Word](#))

**12- Gangs:** Programs, research, or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed to reducing gang-related activities.

Logic Model ([PDF](#) | [MS Word](#))

**13- Gender-Specific Services:** Services designed to address needs unique to gender of the individual to whom such services are provided.

Logic Model ([PDF](#) | [MS Word](#))

**20- Mental Health Services:** Services include, but not limited to, the development and or enhancement of diagnosis, treatment, and/ or prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

Logic Model ([PDF](#) | [MS Word](#))

**32- Substance Abuse:** Programs, research, or other activities designed to address the use of abuse of illegal and other prescriptions and non prescriptions drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

Logic Model ([PDF](#) | [MS Word](#))

**PROGRAM PURPOSE AREA 1. AFTERCARE SERVICES**  
**OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants funds in whole dollars that are awarded for aftercare services during the reporting period. Program records are the preferred data source.	FG funds awarded to program for services
2	NUMBER AND HOURS OF PRPROGRAM STAFF TRAINING PROVIDED	Increase organizational capacity	The number of aftercare training hours that program staff are provided during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
3	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	NUMBER OF SERVICES HOURS COMPLETED	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours

Outcome and Output measures in red indicates mandatory federal reporting  
Outcome and Output measures in blue indicates mandatory state reporting

**PROGRAM PURPOSE AREA 1. AFTERCARE SERVICES**  
**OUTCOME PERFORMANCE MEASURES**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
2	NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIOR	Improve prosocial behaviors	Select as many as apply from 3A-3C	
3	NUMBER AND PERCENT OF PROGRAM YOUTH COMMITTED TO A CORRECTIONAL FACILITY	Increase accountability	The number of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	a) Number of program youth enrolled in a correctional facility b) Number of youth in program c) Percent (a/b)
4	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	a) Number of program youth who exited the program having completed program requirements b) Number of youth who left the program c) Percent (a/b)

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**PROGRAM PURPOSE AREA 12. GANGS**  
**OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG OR TV FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants or Title V funds in whole dollars that are awarded for gang services during the reporting period. Program records are the preferred data source.	FG or TV funds awarded to program for services
2	NUMBER AND HOURS OF PROGRAM STAFF TRAINING PROVIDED	Increase organizational capacity	The number of training hours in the gang program area provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
3	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	NUMBER OF SERVICE HOURS COMPLETED	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	a) Total number of program youth service hours b) Number of youth enrolled in program c) Percent (a/b)

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**PROGRAM PURPOSE AREA 12. GANGS**  
**OUTCOME PERFORMANCE MEASURES**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	NUMBER AND PERCENT OF PROGRAM YOUTH WITH A NEW GANG OFFENSE	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new gang offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
2	*NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
3	**NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	Select as many as apply from 3A-3C.	
4	NUMBER AND PERCENT OF PROGRAM YOUTH COMMITTED TO A CORRECTIONAL FACILITY	Increase accountability	The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	a) Number of program youth enrolled in a correctional facility b) Number of youth in program c) Percent (a/b)
5	NUMBER AND PERCENT OF YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	a) Number of program youth who exited the program having completed program requirements b) Number of youth who left the program c) Percent (a/b)

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**PROGRAM PURPOSE AREA 13. GENDER-SPECIFIC SERVICES**  
**OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	TV OR FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Title V or Formula Grants funds in whole dollars that are awarded for gender specific services during the reporting period. Program records are the preferred data source.	Funds awarded to program for services
2	NUMBER OF HOURS OF PROGRAM STAFF TRAINING PROVIDED	Increase organizational capacity	The number of gender-specific training hours provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to staff
3	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	NUMBER OF SERVICES HOURS COMPLETED	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours

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**PROGRAM PURPOSE AREA 13. GENDER-SPECIFIC SERVICES**  
**OUTCOME PERFORMANCE MEASURES**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
2	NUMBER AND PERCENT OF PROGRAM YOUTH CHARGED WITH FORMAL PROBATION VIOLATIONS	Increase accountability	The number and percent of program youth who have been charged with a formal probation violation. Official records are the preferred data source.	a) Number of program youth charged with probation violation b) Number of youth in program c) Percent (a/b)
3	NUMBER AND PERCENT OF PROGRAM YOUTH COMMITTED TO A CORRECTIONAL FACILITY	Increase accountability	The number and percent of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult corrections facilities. Official records are the preferred data source.	a) Number of program youth enrolled in a correctional facility b) Number of youth in program c) Percent (a/b)
4	NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	Select as many as apply from 4A-4C	
5	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	a) Number of program youth who exited the program having completed program requirements b) Number of youth who left the program c) Percent (a/b)

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**PROGRAM PURPOSE AREA 20. MENTAL HEALTH SERVICES**  
**OUTPUT PERFORMANCE MEASURE**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	FG OR TV FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Formula Grants or Title V funds in whole dollars that are awarded for graduated sanctions during the reporting period. Program records are the preferred data source.	FG funds awarded to program for services
2	NUMBER AND HOURS OF PROGRAM STAFF TRAINING PROVIDED	Increase organizational capacity	The number of training hours in mental health provided to program staff during the reporting period. Training includes in-house and external trainings.	Number of hours of training provided to program staff
3	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	NUMBER OF PROGRAM YOUTH PSYCHOLOGICAL/PS YCHIATRIC EVALUATION	Improve program activities	The number of program youth who received formal psychological/ psychiatric evaluations to diagnosis and treat psychopathology during the reporting period. Program records are the preferred data source.	a) Number of program youth who are screened b) Number of youth in program c) Percent (a/b)
5	NUMBER OF SERVICES HOURS COMPLETED	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours

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**PROGRAM PURPOSE AREA 20. MENTAL HEALTH SERVICES**  
**OUTCOME PERFORMANCE MEASURE**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
2	NUMBER AND PERCENT OF PROGRAM YOUTH CHARGED WITH FORMAL PROBATION VIOLATIONS	Increase accountability	The number and percent of program youth who have been charged with a formal probation violation. Official records are the preferred data source.	a) Number of program youth charged with probation violation b) Number of youth in program c) Percent (a/b)
3	NUMBER AND PERCENT OF YOUTH EXHIBITING DESIRED CHANGE IN TARGETED BEHAVIORS	Improve prosocial behaviors	The number and percent of program youth who have exhibited a change in targeted mental health issues. Self-report or staff rating are most likely data sources.	a) Number of program youth with the noted behavioral change b) Number of youth in program c) Percent (a/b)
4	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	a) Number of program youth who exited the program having completed program requirements b) Number of youth who left the program c) Percent (a/b)
5	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLYING WITH THEIR AFTER CARE PROGRAM	Increase accountability	The number and percent of program youth who are complying with their individual mental health aftercare plan.	a) Number of program youth complying with mental health aftercare plan b) Number of youth in the program c) Percent (a/b)

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**PROGRAM PURPOSE AREA 32. SUBSTANCE ABUSE**  
**OUTPUT PERFORMANCE MEASURES**

#	OUTPUT MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	TV OR FG FUNDS AWARDED FOR SERVICES	Increase organizational capacity	The amount of Title V or Formula Grants funds in whole dollars that are awarded for substance abuse programs during the reporting period. Program records are the preferred data source.	Funds awarded to program for services
2	NUMBER OF HOURS OF PROGRAM STAFF TRAINING PROVIDED	Increase organizational capacity	The number of substance abuse program training hours provided to program staff during the reporting period of the program. Training includes in-house and external trainings, conducted and available to staff.	Number of hours of training provided to staff
3	NUMBER OF PROGRAM YOUTH SERVED	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.
4	NUMBER OF SERVICE HOURS COMPLETED	Improve program activities	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	Total number of program youth service hours
5	NUMBER AND PERCENT OF YOUTH ASSESSED	Improve program activities	The number and percent of youth who are assessed for the substance abuse. Program case files are the preferred data source.	a) Number of youth that are assessed b) Number of youth in program c) Percent (a/b)
6	NUMBER AND PERCENT OF YOUTH REFERRED	Improve program activities	The number and percent of youth who are referred to substance abuse services. Program case files are the preferred data source.	a) Number of youth referred to SA services b) Number of youth served c) Percent (a/b)

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Outcome and Output measures in **blue** indicates mandatory state reporting

**PROGRAM PURPOSE AREA 32. SUBSTANCE ABUSE**  
**OUTCOME PERFORMANCE MEASURES**

#	OUTCOME MEASURE	OBJECTIVE	DEFINITION	REPORTING FORMAT
1	NUMBER AND PERCENT OF PROGRAM YOUTH WHO OFFEND OR REOFFEND	Reduce delinquency	The number and percent of program youth who were rearrested or seen at juvenile court for a new delinquent offense. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	a) Number of program youth with a new offense b) Number of youth in program c) Percent (a/b)
2	NUMBER AND PERCENT OF PROGRAM YOUTH CHARGED WITH FORMAL PROBATION VIOLATIONS	Increase accountability	The number of program youth who have been charged with a formal probation violation. Official records are the preferred data source.	a) Number of program youth charged with probation violation b) Number of youth in program c) Percent (a/b)
3	NUMBER AND PERCENT OF PROGRAM YOUTH EXHIBITING DESIRED CHANGE IN SUBSTANCE USE	Improve prosocial behaviors	The number and percent of program youth who have exhibited a change in substance use. Self-report, staff rating, or urinalysis are most likely data sources.	a) Number of program youth with the noted behavioral change b) Number of youth in program c) Percent (a/b)
4	NUMBER AND PERCENT OF PROGRAM YOUTH COMPLETING PROGRAM REQUIREMENTS	Increase accountability	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	a) Number of program youth who exited the program having completed program requirements b) Number of youth who left the program c) Percent (a/b)
5	NUMBER AND PERCENT OF YOUTH COMPLYING WITH THEIR AFTERCARE PLAN	Increase accountability	Number and percent of youth who comply with their designed aftercare plan once youth exit program. Program records are the preferred data source.	a) Number of youth complying with aftercare plan b) Number of youth with a aftercare plan c) Percent (a/b)

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